

Sample Coding for Guidance Services:

EFM 45 report: Page 7E, columns 2 and/or 3

Definition: *Activities involving counseling with students and parents; consulting with other staff members on learning problems; evaluating the abilities of students; assisting students as they make their own educational and career plans and choices; assisting students in personal and social development; providing referral assistance; and working with other staff members in planning and conducting guidance programs for students.*

	Fund	Program	Function	Object	Cost Center	Description
Elementary K-8	100	0000	2120	1040	01-19	Guidance Director salary
	100	0000	2120	2040	01-19	Guidance Director benefits, excluding retirement/tuition
	100	0000	2120	2340	01-19	Guidance director retirement
	100	0000	2120	2540	01-19	Guidance director tuition reimbursement
	100	0000	2120	1010	01-19	Guidance Counselor/social worker salary
	100	0000	2120	2010	01-19	Guidance Counselor/social worker benefits, excluding retirement/tuition
	100	0000	2120	2310	01-19	Guidance Counselor/social worker retirement
	100	0000	2120	2510	01-19	Guidance Counselor/social worker Tuition Reimbursement
	100	0000	2120	1180	01-19	Secretarial support salary
	100	0000	2120	2080	01-19	Secretarial support benefits, excluding retirement/tuition
	100	0000	2120	2380	01-19	Secretarial support retirement
	100	0000	2120	2580	01-19	Secretarial support tuition reimbursement
	100	0000	2120	1510	01-19	Department Head Stipend
	100	0000	2120	2000	01-19	Stipend benefits, excluding retirement/tuition
	100	0000	2120	2300	01-19	Stipend retirement
	100	0000	2120	3000	01-19	Purchased Professional Services
	100	0000	2120	3300	01-19	Employee Training/Development
	100	0000	2120	4000	01-19	Purchased Property Services
	100	0000	2120	4320	01-19	Technology Related Repairs/Maintenance
	100	0000	2120	4330	01-19	Software Related Repairs/Maintenance
	100	0000	2120	4430	01-19	Computer Related Equipment Leases
	100	0000	2120	5000	01-19	Other Purchased Services
	100	0000	2120	5800	01-19	Employee Travel, excluding Professional Development
	100	0000	2120	5810	01-19	Employee Travel for Professional Development
	100	0000	2120	6000	01-19	Other Supplies (not delineated in 6000 range below)
	100	0000	2120	6100	01-19	Office Supplies
	100	0000	2120	6400	01-19	Books
	100	0000	2120	6500	01-19	Technology Related Supplies
	100	0000	2120	7000	01-19	Property (fixed asset)
	100	0000	2120	7001	01-19	Property (supply asset)
	100	0000	2120	7340	01-19	Technology Related Hardware (fixed asset)
	100	0000	2120	7341	01-19	Technology Related Hardware (supply asset)
	100	0000	2120	7350	01-19	Technology Related Software (fixed asset)
	100	0000	2120	7351	01-19	Technology Related Software (supply asset)
	100	0000	2120	8000	01-19	Miscellaneous
	100	0000	2120	9000	01-19	Other

Secondary 9-12 same coding string EXCEPT use cost center series 30-38